



# GED Test Administration Handbook

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Conducting Testing Sessions Under Standard Conditions

This handbook contains excerpts from the 2002 GED Examiner's Manual and was adapted to provide Examiners with a convenient format for reading test directions aloud during test sessions. To order additional copies, contact the GED Fulfillment Service.

**GED Test Administration Handbook**

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GED Fulfillment Service  
Department 191  
Washington, DC 20055-0191

For detailed instructions on all aspects of testing center operation, as well as the forms and other sections mentioned in this booklet, please consult the 2002 GED Examiner's Manual. Additional guidance in interpreting these policies is available from the GED Administrator for your jurisdiction or from the GED Testing Service at (202) 939-9490.

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## Conducting Testing Sessions Under Standard Conditions

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## Conducting Testing Sessions Under Standard Conditions

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# GED Test Administration Handbook

## Conducting Testing Sessions Under Standard Conditions

The GED Examiners and Proctors are responsible for following all procedures described in the 2002 *GED Examiner's Manual*. Because a comfortable testing environment, a knowledgeable and supportive staff, and complete and accurate instructions help GED candidates do their best, all persons involved in test administration must be thoroughly familiar with these policies.

**POLICY: The GED Examiners shall administer the GED Tests in strict adherence to the instructions and procedures disseminated by the GED Testing Service (GEDTS).**

### Admission to Testing

The GED Examiner or trained staff person accepting the applications for testing must ensure that all candidates meet GEDTS and jurisdictional eligibility requirements. Procedures for accurately identifying each candidate and determining eligibility before admission to a testing session must be established and followed according to the policies set forth by GEDTS.

The identity and eligibility of all candidates must be verified by inspecting each candidate's identification documents. Driver's licenses, passports, military papers, or other forms of government (national or foreign) identification that shows name, address, date of birth, signature, and a photograph are all acceptable forms of identification. Current identification provided by a post-secondary institution is also acceptable, provided it contains the candidate's name, address, and date of birth, signature, and a photograph. Exceptions to the requirement for a photograph may be made on religious grounds when sufficient

documentation for such an exemption is provided to the GED Examiner. The GED Administrator and GEDTS must approve other exceptions. A jurisdiction may establish additional requirements for verification of identity and eligibility for taking the GED Tests.

All candidates must complete a written confirmation of eligibility. According to GEDTS eligibility requirements, the GED Tests can be administered only to persons who:

1. Are not currently enrolled in an accredited high school, have not graduated from an accredited high school, and have not received or qualified for a high school-level equivalency credential;
2. Meet the jurisdiction's additional eligibility requirements (if any); and
3. Are age 16 or older, as specified by the jurisdiction.

## **Test Environment**

Candidates are not permitted to bring purses, tote bags, pagers, cell phones, portable music players, hand-held electronic games, food items, textbooks (including dictionaries), notebooks, supplies, jackets or coats, hats, or other nonessential items to their seats in the testing rooms. The GED Examiner SHALL provide an area in viewing distance, where all items listed above shall be deposited before the test administrations. Candidates should be informed in advance of the test date that all such items will be collected and stored at the owner's risk.

The GED Tests shall be administered in accordance with good testing procedures and under favorable conditions. The testing room must be quiet and kept at a comfortable temperature. Lighting must be sufficient for reading the test booklet and recording answers on the answer sheet booklet. A wall clock must be clearly visible to all candidates. Seating must be appropriate for adults, and the candidates should be

seated and spaced to preclude any opportunity for copying or collaborating. All candidates must face the GED Examiner.

Because many GED candidates lack recent experience in taking tests and may feel anxious or fearful, the GED Examiner(s) should make every effort to put candidates at ease. Before candidates begin taking the tests, the GED Examiner shall identify the location of the rest rooms and designated smoking areas, and shall clearly describe the procedures for leaving the testing area at the end of each test.

*Note: Without an official GEDTS-approved accommodation, no candidate may leave the testing area until he/she completes a test and may not leave the room with any test materials, scratch paper, or notes. If a candidate leaves the testing room during a test, he/she may not be readmitted to that testing session and must retest on an alternate form. When a candidate has an approved accommodation that permits leaving the room during a test administration, a GED Examiner or Proctor must accompany the candidate outside the room at all times.*

## Time Limits

The GED Tests must be administered using a uniform set of time limits at all testing locations.

Test	Time Limit
Language Arts, Reading	65 minutes
Language Arts, Writing	120 minutes
Mathematics	90 minutes
Science	80 minutes
Social Studies	70 minutes

These time limits are sufficient to permit at least 85 percent of the

GED candidates to complete the tests while working at a comfortable rate. Some candidates may require less than the allotted time, and if testing center policies allow, these candidates may be allowed to proceed to subsequent tests after they finish each test. For the GED Examiner's convenience, a test-timing chart is provided at the end of this booklet.

The use of uniform time limits permits GEDTS to ensure that each candidate is given the same opportunity to demonstrate educational achievements. Both the candidates who take the Braille and audiocassette editions of the tests and the other candidates who qualify for modifications to the standard testing environment may receive additional time under GEDTS guidelines.

*Note: Offering an accommodated administration of the GED Tests without proper authorization is grounds for immediate and permanent closure of an Official GED Testing Center.*

## **Instructions and Other Test Administration Duties**

Before each GED Test administration, GED Examiners shall review all instructions carefully and thoroughly. GED Examiners shall also provide each candidate with the following materials:

1. one clean and unmarked test booklet (only one subject at a time)
2. one answer sheet or booklet (only one at a time)
3. pencils (No. 2) with attached erasers
4. blue or black ballpoint pens for writing the Language Arts, Writing essay
5. lined scratch paper for drafting the Language Arts, Writing essay
6. graph paper (if a candidate requests it)
7. calculator for the Mathematics Test, Part I



8. blank scratch paper. After administering each subject area test, GED Examiners must collect, inspect, and destroy all scratch paper to ensure that candidates are not using the scratch paper as an unauthorized aid. GED Examiners may allow GED candidates with documented disabilities to use an abacus, talking calculator, or calculator in lieu of scratch paper.

Tests may be given in any sequence; however, GED Examiners **MUST** administer the Mathematics Test, Part I, before administering the Mathematics Test, Part II.

## **GED Test Preparations**

Prior to test administration, the GED Examiner shall:

- Regard all candidate information as confidential
- Create a seating chart
- Select and transport only the exact number of test booklets and essay topic cards required for the testing session
- Make all general announcements such as location of facilities and guidelines for breaks
- Distribute demographics booklet and pencils (No. 2) and read aloud instructions about completing the demographics booklet
- Monitor all candidates to ensure that they are completing the form correctly *[Note: Demographics booklets may be completed in instructional classes or during pre-registration.]*
- Use the seating chart to ensure that the test forms and essay topic letters are staggered so that candidates do not have the same test forms or topics as those seated near them
- Use the Test Surveillance Log to record each candidate's test form and serial number (answer sheet booklet serial number where applicable)

- Secure test materials in a locked container and place container in an area that allows constant monitoring by the GED Examiner and prevents access by the candidate

## **Who May Administer the GED Tests?**

A GED Examiner shall administer the test to a group of 20 or fewer candidates. GEDTS recommends as a “best practice” that at least two GED Examiners be present at each test administration. At a minimum, a GED Examiner and a Proctor must be present at each administration of the tests to 20 or more candidates. For each additional 20 candidates or fraction thereof, an additional Proctor or GED Examiner must be present. Proctors must remain under the direct supervision of the GED Examiner at all times.

During the administration of the GED Tests, the GED Examiner must remain in the testing room at all times and maintain constant, direct supervision of candidates throughout the testing session. The GED Examiner and Proctor may never read or do other work during the testing session. Except in case of an emergency, the GED Examiner and Proctor are not permitted to place phone calls or receive visitors during testing sessions. The GED Examiner and Proctor should notify colleagues that they cannot accept telephone calls or be interrupted for any reason during a testing session.

## Planning for Emergencies

GED Examiners must have a plan for emergencies on file, both at their offices and with their jurisdictional GED Administrators. Such a plan should include instructions for exiting the building in case of fire and what to do if a candidate or GED Examiner gets sick or a disaster occurs. The GED Examiner should have readily available a first aid kit, a medical waste container, and other equipment as needed in case of emergency. If the test is being administered to a candidate with multiple disabilities, the emergency plan may include having an appropriate number of people available to assist in the administration. For test sessions conducted in correctional facilities, prison guards may be present if they meet the eligibility requirements for Proctors. For candidates with medical needs or disabilities, appropriate professionals may be assigned and remain present at all times, as necessary.

GED Testing Centers that do not normally use more than one GED Examiner per test administration must identify a qualified GED Examiner to be available to take over test administration in case of an unexpected event, such as sudden illness, fire alarm, or testing irregularity. If the event requires the GED Examiner to leave the testing center, the one-hour rule goes into effect. A GED Examiner is permitted to suspend testing after the Examiner secures all testing materials, in order to attend to an emergency. If the situation is handled within an hour or less, testing may be resumed using the same test form and remaining time. A qualified trained person must monitor the testing room until the identified emergency Examiner arrives.

## Standard Instructions to be Read Aloud by GED Examiners

The following instructions are to be read aloud at every testing session to all candidates. Follow these instructions to ensure that all candidates have the same information before beginning the tests and that all candidates are tested fairly.

Use these instructions for the demographics booklets and subject-area answer sheets or booklet available from the GED Testing Service. Adapt the instructions as needed if you are using jurisdiction answer sheets and booklets.

### ***Instructions to be read aloud by the GED Examiner:***

**SAY:** On behalf of the GED Testing Service, and the *[name of your local testing center]*, I welcome you today to the GED Testing program, and wish you success in earning a *[name your jurisdiction's credential]*.

**SAY:** Please check around your seat and on your person. If you have any personal items with you—tote bags, purses, pagers, cell phones, portable music players, hand-held electronic games, food items, textbooks, dictionaries, notebooks, unauthorized computational aids, supplies, scratch paper, jackets, coats, hats, or other items, please raise your hand, and I will allow you to take your items to the secure area before we start the testing session.

---

*Pause and allow students time to store their possessions.*

---

**SAY:** If during or after testing we find any of these items at your seat or on your person, we will collect your test materials and your test will not be scored. You will then be required to leave the testing center. You may not reschedule to test within the next \_\_\_\_\_ months. (***Note: Please refer to your jurisdictional requirements.***)

**SAY:** Now, let's review a few general guidelines.

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**Note:** *Announce times of rest and restroom breaks and locations of the facilities.*

---

**SAY:** You may leave the testing room only after you complete a test and we collect your testing materials. If you have an emergency and must leave the testing room, we will collect all of your test materials and end this testing session. The work you completed will not be counted. You will be allowed to start testing when the next session begins, and you will receive a different form of the test.

## Instructions for Completing the Demographics Booklet

***Note: Distribute the demographics booklets and No. 2 pencils.***

**SAY:** We will complete this demographics booklet together. Please wait for my instructions before making any marks.

***Pause.***

**SAY:** Please follow along in your demographics booklet as I read aloud the instructions for completing the information that appear at the top of page 1.

***Note: Read aloud the instructions in the gray boxes at the top of page 1. Hold up a blank demographics booklet and point to the area to be completed. The GED Examiner may use a chalkboard to demonstrate how to fill in information.***

**SAY:** Is this the first time you have taken a GED Test since January 1, 2002? If yes, darken the circle next to “yes” in Box 1.

**SAY:** If no, please raise your hand.

***Note: Please confirm that the candidate completed the demographics booklet. If so, collect the demographics booklet.***

**SAY:** If you have changed your name, address, or identification number since your first testing session, you must complete a separate form. Please raise your hand and I will bring you a Name and Address Change or Identification Number Change form to complete.

***Note: Have candidates complete the Name and Address Change and Identification Change forms while you read aloud the instructions for the demographics booklet to the other candidates.***

**SAY:** In Box 2 in the demographics booklet, clearly print your last name, first name, and middle initial in the boxes provided. If

your name is too long to fit in the number of boxes provided, print as many letters as will fit. If you use a suffix such as “Jr.” for Junior or “Sr.” for Senior, or Roman numerals, print the letters in the “Suffix” section following “MI” for middle initial.

---

*Pause.*

---

**SAY:** If you have any questions about printing your name in the boxes, please raise your hand.

---

*Answer any questions; allow sufficient time for all candidates to fill in their names.*

---

**SAY:** In each column below the letters of your name, darken the circle containing the letter corresponding to the one you printed in the box. Darken only one circle in each column going down. Be sure to darken the circle completely. Look at the example at the top of page 1 of the demographics booklet for the proper way to fill in the circle.

---

*Pause.*

---

**SAY:** Are there any questions on how to fill in the circles for your name?

---

*Answer any questions; allow sufficient time for all candidates to grid their names.*

---

**SAY:** Please turn to page 2. Enter your street number and street name, or your post office box, route number, or military address, and city in the boxes provided (*FPO and APO are military addresses*). If you live in an apartment, make sure to leave room for your apartment number. Enter the abbreviation for your jurisdiction (*state, province, or territory*), which is \_\_\_\_\_

---

**Note:** The GED Examiner should specify the jurisdiction’s correct abbreviation.

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**SAY:** Darken the corresponding circles.

**SAY:** Are there any questions about entering your address and darkening the circles?

**Note:** *GED Examiners and Proctors must circulate around the room to ensure that candidates are completing their demographics booklets correctly. Answer any questions. Allow sufficient time for everyone to complete page 2 of the demographics booklet.*

**SAY:** Please go to page 3. Write your zip code in the boxes and then darken the corresponding circles. If you know only the first five digits of your zip code, it is okay to leave the last four boxes blank.

*(Optional) Instruct candidates to complete Box 5, if required.*

**SAY:** In Box 6, darken the circle by your birth month, and enter your birth date and darken the corresponding circles. If your day of birth is a single-digit number, enter a zero (0) in the first column.

**SAY:** Are there any questions about entering your birth date?

**SAY:** Enter today's date in Box 7. Today's date is \_\_\_\_\_.  
*(If today's date is a single-digit number, tell candidates to put a zero (0) in the first column.)* Darken the corresponding circles.

**SAY:** In Box 8, fill in your Identification Number type. Follow the blue arrow to enter your Identification Number and then darken the corresponding circles. If you do not have an Identification Type or Number, raise your hand.

**Note:** *Each candidate must be assigned a unique Identification Number. Follow your jurisdiction's policy on assigning a unique Identification Number for candidates who do not have a Social Security Number or Social Insurance Number.*

**SAY:** Are there any questions about entering your Identification Number?



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*Answer any questions. Allow the candidates sufficient time to read, make choices, and darken circles for Box 8.*

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**SAY:** In Box 9, darken the circle that identifies your gender.

**SAY:** In Boxes 10–12, darken the circles that identify your current military status and branch of service. If you are not in the military, do not complete Boxes 11 and 12.

**SAY:** Please turn to page 4.

**SAY:** Boxes 13–31 collect information that will not influence your score. The GED Testing Service will not report your responses and will not link your information to you as an individual. However, the GED Testing Service does need this information to develop fair tests, to make sure that your test taking is a positive experience, and to understand and better serve other adults who want to take the GED Tests.

**SAY:** Boxes 13 and 14 are related to your primary language. Please darken the circle by the language that you use most often. If English is your primary language, darken that circle in Box 13, but do not darken a circle in Box 14. If you darken a circle in Box 13 by French, Spanish, or other, please go to Box 14.

**SAY:** In Box 14, please darken the circle by each year that your teacher spoke your primary language when teaching your classes. For example, if your grade-school teacher taught your first-, second-, third-, and sixth-grade classes in Spanish, you would darken the circles by 1, 2, 3, and 6 in Box 14.

**SAY:** In Box 15, please darken the ONE circle that best describes your race and ethnic background. Please select the ONE race and ethnic background with which you most identify.

**SAY:** Are there any questions about Boxes 13, 14, or 15? If so, please raise your hand.

---

*Answer any questions. Allow the candidates sufficient time to read, make choices, and darken circles for Boxes 13–15.*

---

**SAY:** In Box 16, you are asked if you took the Official GED Practice Test. Please darken the circle for either “yes” or “no.”

**SAY:** In Box 17, please write the numbers that represent the LAST calendar year that you attended traditional school, grades K–12. Please darken the one circle in the column below that represents each number. If you did not attend traditional K–12 school, please DO NOT COMPLETE Box 17.

**SAY:** In Box 18, please darken the circle that indicates the last grade that you completed. If you completed grade 12 and have had further training or education, please darken the circle by 12+.

**SAY:** In Box 19, please darken all the circles that describe your reason(s) for taking this test.

**SAY:** Are there any questions about Box 19? If so, please raise your hand.

---

*Answer any questions. Allow the candidates sufficient time to read, make choices, and darken circles for Boxes 16–19.*

---

**SAY:** Please go to page 5.

**SAY:** In Boxes 20, 21, and 22, we are trying to identify the different ways adults live their lives before taking the GED Tests. This information will also help us explain the reasons adults take the GED Tests and may help identify how an adult’s life may change after taking the tests.

**SAY:** In Box 20, please darken ALL of the circles that describe your current work and education status.

---

*Pause.*

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**SAY:** In Box 21, please darken the ONE circle that includes the amount closest to the amount of money YOU earned last year.

**SAY:** In Box 22, please darken all of the circles that describe your status. If none of these applies to you, DO NOT COMPLETE Box 22.

**SAY:** Are there any questions about Boxes 20, 21, or 22? If so, please raise your hand.

---

*Answer any questions. Allow the candidates sufficient time to read, make choices, and darken circles for Boxes 20-22.*

---

**SAY:** In Boxes 23 and 24, we are asking you for information about your experience with your GED Testing Center. This information will help us ensure that all adults have acceptable access to testing centers.

**SAY:** In Box 23, please darken the circle that explains how far you had to travel in ONE direction to take the tests. If you did not have to travel, darken the circle by 1 to 10 miles.

**SAY:** In Box 24, please darken the circle that most closely describes how soon you were able to take the tests.

---

*Answer any questions. Allow the candidates sufficient time to read, make choices, and darken circles for Boxes 23 and 24.*

---

**SAY:** Your answers to Boxes 25, 26, 27, and 28 will help us understand the experiences adults have as they prepare to take the GED Tests.

**SAY:** In Box 25, please darken the circle by “yes” if you paid for test preparation. If you did not pay yourself, or if your test preparation was free, darken the circle by “no.”

**SAY:** In Box 26, please darken ALL of the circles that indicate how you learned about the GED Tests. This information will help us decide how to best reach other adults.

**SAY:** In Box 27, please write the number of hours you spent preparing for the GED Tests in the boxes at the top. Darken the one corresponding circle in the column beneath each box. If you did not prepare for the GED Tests, do not complete Box 27.

**SAY:** Are there any questions about Boxes 25, 26, or 27? If so, please raise your hand.

---

*Answer any questions. Allow the candidates sufficient time to read, make choices, and darken circles for Boxes 25-27.*

---

**SAY:** Please turn to page 6.

**SAY:** In Box 28, please darken ALL of the circles that describe how you prepared for the GED Tests.

**SAY:** Please raise your hand if you have any questions.

---

*Answer any questions. Allow the candidates sufficient time to read, make choices, and darken circles for Box 28.*

---

**SAY:** In Boxes 29 and 30, we are asking for information that will help us link the scores you earn on the GED Tests with your school experience.

**SAY:** In Box 29, follow in your booklet as I read aloud the information in the blue box. Complete the information in each of the subject area blue boxes.

---

**Note:** Read aloud *ALL* directions in Box 29.

---

**SAY:** For each of the following subject areas (A–E), darken the circle indicating the total years (or equivalent) of study you have completed from the ninth grade until you completed your schooling. Do not count a repeated year of the same course as an additional year of study.

**SAY:** For each subject area, darken the circle that best describes the grades you received in that subject. If your grades were mostly A (90–100), darken circle A; if your grades were mostly B (80–89), darken circle B; if your grades were mostly C (70–79), darken circle C; if your grades were mostly D (60–69), darken circle D; and if your grades were mostly below D (less than 60), darken circle E. If you did not take a course in one of the subject areas, leave the grade for that area blank.

**SAY:** Please darken only ONE circle in each of the subject area boxes (A–E). Are there any questions?

---

*Answer any questions. Allow the candidates sufficient time to darken circles for Box 29.*

---

**SAY:** Please turn to page 7.

**SAY:** In Box 30, we are asking you to darken the circles next to ALL of the courses you have taken in EACH subject area. By comparing this information with your score on the GED Tests, we can learn more about secondary school classes.

**SAY:** Are there any questions about how to complete Box 30? If so, please raise your hand.

---

*Answer any questions. Allow candidates sufficient time to read, make choices, and darken circles for Box 30.*

---

**SAY:** Your responses to Box 31 will help us identify the reasons adults leave high school. You may help society search for solutions and actions to take to help other students, when possible, to stay in school until they graduate.

**SAY:** Please darken the circles by ALL of the reasons why you left high school before earning your diploma.

---

*Allow candidates sufficient time to read, make choices, and darken circles for Box 31.*

---

**SAY:** Turn to page number 8.

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**Note:** *Boxes 32-49 are reserved for your jurisdiction's use. You will receive information from your GED Administrator if you are to use these boxes.*

*Candidates who are testing at military and government testing centers are not required to complete Box 50. Instead, these candidates must sign the Privacy Act Statement at the bottom of the page. Adults who are testing in all other Official GED Testing Centers must complete and sign Box 50 before you can score the test and issue Official GED Transcripts of Test Results.*

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**SAY:** You must complete Box 50 before we can administer the GED Tests to you. In this box, the circles with the Y in the center represent “yes,” and the circles with the N in the center represent “no.”

**SAY:** Please darken ONE circle before each of the three statements. Read statement ONE as I read it aloud. “*I hereby verify that the information contained on this form is accurate and that I have met the eligibility requirements for the GED Tests.*” Before the first statement, darken either the circle with the Y—if you meet the eligibility requirements—or the circle with the N, if you do NOT meet these requirements.

**SAY:** If you have darkened the circle with the N, please raise your hand.

---

**Note:** *The GED Examiner must question the candidate to clarify why the candidate indicated no. If the candidate meets the age, residency, and attendance requirements, you may allow the candidate to test.*

---

**SAY:** Read statement TWO as I read it aloud. *“The GED Testing Service may contact me for follow-up research.”* It will help other adults if we are able to develop research that describes the importance of taking and passing the GED Tests. Darken the circle with the Y if we can contact you in the future for follow-up information. Darken the circle with the N if you do not wish us to contact you in the future.

**SAY:** Read statement THREE as I read it aloud. *“The GED Testing Service may use the information collected on the form for research purposes as long as my identity is never revealed.”* Please darken the circle with the Y if we may use your information for research purposes. Darken the circle with the N if we may not use your information.

**SAY:** Sign the form in the box under Candidate’s Signature. We must have your signature on this demographics booklet before we can score your responses to the GED Tests and create an Official GED Transcript of Test Results.



## For GED Examiner's use only:

1. *Test Center Code (Box 1, page 8)*: Use the 10-digit center ID number issued by GEDTS. If you are an addendum site, please fill in the 12-digit ID number.
2. *Instructional Center Code (Box 2, page 8)*: Use the jurisdictional code for the adult education center code or other codes as identified by instructional organizations.
3. *Code of last K-12 school attended (NCES code; Box 3, page 8)*: You must ask each candidate to give you the name and location of the last K-12 school he or she attended in order to determine the appropriate 12-digit NCES code for that school. The GED Testing Service has provided each testing center with a recent list of NCES codes for K-12 schools (public and private) in your state. If the NCES Code for a candidate's last K-12 school is not listed in your state's codebook, you may be able to obtain it from the NCES Web site at <http://nces.ed.gov/Practitioners>. Your state GED Administrator's office also has a complete list of NCES codes for all U.S. K-12 schools.

***NOTE: If no NCES code is available for a candidate's school, you should enter the 7-digit school district code (first seven digits of the 12-digit code for any school in that district), beginning in the left-hand-most box. Note that schools closed before 1999 or opened after 1999 will not be included in the current NCES codebook. Finally, if no 12-digit school code or 7-digit district code is available, you may leave Box 3 blank.***

You may use the following as examples of your center's procedures:

***GED Examiner:*** What was the name of the last high school or other school (K-12) that you attended? Please give me the location of that school, including city and state.



***Candidate:*** Lincoln High School, Lincoln, Nebraska.

Your center is located in Nebraska. GED Examiner checks Nebraska NCES codebook for alphabetical listing of Lincoln High School, Lincoln, Nebraska.

The 12-digit code is 317284001160. GED Examiner enters the number.

***OR:***

***Candidate:*** My high school burned down 20 years ago. But it was Central High School in Lincoln, Nebraska.

GED Examiner checks NCES codebook for the school, but finds no entry for Central High School. GED Examiner finds listing for Lincoln, Nebraska and enters 7-digit school district code (3172840) in first seven blocks of Box 3.

***OR:***

***Candidate:*** I went to school outside Nebraska. I went to Triton in Dunn, North Carolina. It was a public high school.

GED Examiner has two choices. Because the school cited is in another state, GED Examiner may contact the State GED Administrator's office by telephone and ask for the NCES code for Triton. The GED Examiner may also dial up an Internet connection on the testing center's computer and contact the Web site <http://nces.ed.gov/Practitioners>. Using this Web site, GED Examiner clicks on "Global Ed Locator" button, then enters the name "Triton High" and clicks "Public school." The Web site produces an entry for "Triton." GED Examiner clicks this entry to obtain details, including the current NCES code (370201002158).

## Instructions for Completing the Language Arts, Writing Test Answer Booklet

*Use the Test Surveillance Log to distribute answer sheets and booklets, test booklets and required materials to all candidates. Distribute the Language Arts, Writing Test, essay topic cards (if applicable), answer sheet booklets, No. 2 pencils, lined scratch paper, and pens.*

**SAY:** Do not open your test booklets until I instruct you to do so.

**SAY:** On the Language Arts, Writing Test, answer sheet booklet, read along as I read the instructions that appear on the front page.

*Read instructions aloud.*

**SAY:** You will receive a No. 2 pencil with an eraser to complete this test. Use only this No. 2 pencil.

**SAY:** Make solid, dark marks that completely fill the circles on the answer sheet.

**SAY:** Completely erase any answers you wish to change.

**SAY:** The upper left-hand corner is the section for today's date. Today's date is \_\_\_\_\_. Darken the circle that corresponds with the correct month. Under the boxes labeled "day," write in today's date and then darken the corresponding circle(s). ***(If today's date is a single-digit number, tell candidates to put a zero (0) in the first column.)*** In the boxes labeled "year," write in the correct year, and then darken the corresponding circles.

**SAY:** Find the grid for ID Number Type. Darken the circle next to your ID Number Type. This answer must match the information that you provided on your demographics booklet.

- SAY:** In the grid for Birth Date, darken the circle that corresponds with the month that you were born. In the boxes labeled “day,” write in the day that you were born, and then darken the corresponding circles. If the date of your birth is a single-digit number, you must enter a zero (0) in the first column. In the boxes labeled “year,” write in the correct calendar year of your birth, and then darken the corresponding circles.
- SAY:** In the ID Number grid, write in your ID Number, and then darken the corresponding circle for each individual number.
- SAY:** Use your legal name as it appears on the identification document(s) you presented today. Use this name each time you take any of the GED Tests. If you do not use the same name that you wrote on your demographics form, your records will be incomplete, and it may hinder scoring your test.
- SAY:** If your name is longer than the space provided, please enter as much as will fit.
- SAY:** Grid in your middle initial in the “MI” box.
- SAY:** If you have “Jr.,” Sr.,” or Roman numerals after your name, please grid that in the “Suffix” box.
- SAY:** In the boxes in the bottom right-hand corner, indicate by darkening the appropriate circle if there have been any changes to your name or address since the last time you took the GED Tests. If you darken Y for “yes,” raise your hand to notify your GED Examiner.

---

*Answer any questions.*

---

**SAY:** If you have changed your Identification Number Type or Identification Number, please raise your hand.

**Note:** *Distribute Name and Address Change forms and Identification Number Change forms. Identify the appropriate time for the candidates to complete this form. See the instructions for completing the Name and Address and Identification Number change forms at the end of this section.*

**SAY:** The last box on the front page asks, “Is this the first time you have ever taken the GED Tests since January 1, 2002?” Darken the appropriate circle.

**SAY:** Are there any questions about the completion of page 1?

*Answer any questions and monitor candidates’ work for accuracy.*

**SAY:** Please turn to page 2, which reads “Test Form” at the top.

**SAY:** On the cover of your test booklet, in the upper right-hand corner, you will see the words TEST FORM. Find the two-letter test form that starts with the letter I. At the top of page 2, darken the circle under these two letters.

**SAY:** On the cover of your test booklet, in the upper left-hand corner, find the two-letter format code, such as EP (English print), SP (Spanish print), CP (Canadian print), LP (Large print), EA (English audio), or EB (English Braille). On page 2 of your answer sheet booklet, darken the circle corresponding to the test format code in the Format Code Box.

**SAY:** Are there any questions about darkening the corresponding circles for the test form and format code? You must darken the correct circle for both or your answer sheet will not be scored.

**SAY:** Turn to page 3 of your answer booklet, which reads “Writing Test: Part II” at the top.

**SAY:** At the top of page 3, there is a section consisting of 20 boxes over the words IDENTIFICATION NUMBER. Please write in the same number that you wrote in on the right-hand side of page 1.

**SAY:** The Topic Letter circle has already been filled in. If the circle is not filled in, raise your hand and I will come to you and darken the appropriate circle.

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***Note: If the Topic Letter has not been filled in, the GED Examiner must go to the candidate and fill in the proper circle.***

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## **GED Examiner Information for Administering the Language Arts, Writing Test with Topics Printed in Test Booklet**

The multiple-choice questions are printed in the front of the test booklet. Each Language Arts, Writing Test booklet will have a single essay topic printed on the inside back cover of the booklet. The letter of the essay topic printed in each test booklet is identified on the front cover (top right-hand corner) just below the test name. To ensure that topics are distributed in random order, the GED Examiner should select the Language Arts, Writing Test booklets in sequential serial-number order, taking care to distribute the booklets so that candidates have different topics and test forms. The GED Examiner must perform the following responsibilities:

1. Select Language Arts, Writing Test booklets in sequential serial-number order for distribution to the candidates;
2. Darken in the circle that identifies the essay topic on the test booklet cover page on page 2 of the answer sheet booklet for each candidate, or verify that each candidate has darkened in the topic letter that corresponds to the topic letter recorded on the Test Surveillance Log;
3. Record the following information in the Test Surveillance Log:
  - answer sheet booklet serial number
  - test booklet serial number
  - essay topic letter

## GED Examiner Information for Separate Distribution of Language Arts, Writing Test Booklets and Topic Cards

The multiple-choice questions are printed in the front of the test booklet. Each Language Arts, Writing Test booklet will have a topic box printed on the inside back cover of the booklet that directs the candidate to “GO ON TO THE ASSIGNED ESSAY TOPIC CARD.” Prior to administering the Language Arts, Writing Test, the GED Examiner must:

1. Follow the Topic Card Selection Process outlined on the Official GEDTS Topic Rotation List and choose the appropriate topics to be administered (i.e., one topic for each candidate in the order designated on the rotation list);
2. Darken in the essay topic identified on the topic card onto page 3 of the answer sheet booklet for each candidate;
3. Record the following information in the Test Surveillance Log:
  - answer sheet booklet serial number
  - test booklet serial number
  - essay topic letter
  - essay topic serial number;
4. Ensure that each candidate has an individual test booklet and topic card for the entire two hours.

***Note: If administration conditions permit, candidates can be allowed to leave the room after returning all testing materials. If so, inform them. If not, inform them that they must remain in their seats until the time has elapsed.***

## General Directions for Administering the Language Arts, Writing Test

**SAY:** There are a few things that you need to know before you start the test. You should not spend too much time on a question whose answer you do not know; answer it if you can, and go on to the next question. It is to your advantage to answer every question. But your score is based only on the number of questions you answer correctly. Even if you are not certain of the answer to a question, you may wish to mark the answer that appears to be the best of the five choices. There is only one correct answer to each question. No credit will be given if you mark more than one answer to a question.

**SAY:** The multiple-choice questions in your answer sheet booklet must be answered by marking your answer sheet with a No. 2 pencil.

**SAY:** Be sure that your marks on the answer sheet are dark and completely fill the circles. Make no stray marks on the answer sheet booklet. If you erase, do so completely; an incomplete erasure may be read as an intended answer. Make sure that every circle you mark on the answer sheet booklet corresponds to the number of the question and to your answer choice. Please do not write in the test booklet.

**SAY:** Are there any questions about recording your answers on the answer sheet booklet?

---

*Pause and answer any questions.*

---

**SAY:** During testing, do not look at any other candidate's answer sheet, do not talk, and do not make any unnecessary noise. If you appear to be copying answers, using notes, or acting suspiciously, your test booklet will be collected, and you will be excused from the testing room. Likewise, if your activity makes it difficult for others to concentrate on their work, your test



booklet will be collected, and you will be excused from the testing room.

***Note: Parts I and II must be administered at the same time. Each candidate must have either the Language Arts, Writing Test booklet or BOTH the test booklet and the topic card (if applicable) for the entire two hours.***

**SAY:** The only items that should be on your desk are your answer sheet booklet, your test booklet, your scratch paper, your pencil, and (if applicable) your topic card and a pen.

**SAY:** Do not open your test booklets until I instruct you to do so.

### **Instructions for Administering the Language Arts, Writing Test**

**SAY:** The Language Arts, Writing Test, is in two parts. Part I has 50 questions, and Part II requires that you write an essay. The time allowed for the Language Arts, Writing Test is two hours. Use the first 75 minutes to answer the 50 multiple-choice questions by marking your responses on page 2 of the answer sheet booklet. You will have the remaining 45 minutes to write your essay on pages 3 and 4 of the answer sheet booklet. If you finish the multiple-choice questions before the first 75 minutes are up, you may begin writing your essay immediately. You must begin the essay at the end of the first 75 minutes. When you finish writing your essay, you may go back and review your answers to the multiple-choice questions if you wish, unless the entire two-hour testing period has ended.

**SAY:** Turn your test booklet over and read the directions and the sample question provided on the back cover. This example is for the multiple-choice questions. Do not open the booklet until I tell you to do so.

---

*Pause.*

---

**SAY:** Do you have any questions about the multiple-choice directions?

---

*Pause and answer any questions.*

---

**SAY:** Open the back cover of your test booklet. On the left-hand side of the booklet are directions on how to write your essay. The essay topic to which you must write is found in the box on the right-hand side of the booklet. Please read the directions and the essay topic. Please look up when you have finished reading.

---

*Pause.*

---

**SAY:** Remember, you must use a ballpoint pen and write your essay only to the topic letter bubbled on page 3 of your answer booklet. If you write your essay to any other topic, your essay will not be scored, and you will have to take both parts of the Language Arts, Writing Test again.

**SAY:** Are there any questions about the essay directions?

---

*Pause and answer any questions.*

---

**Note:** *If a candidate cannot write on the topic given (e.g., for religious reasons), the GED Examiner must follow the procedures for administering an alternate topic. The GED Examiner must*

- 1. give the candidate the next sequential serial-number test booklet from the same test form*
- 2. change the test booklet serial number and the topic letter on the test surveillance log*
- 3. change the topic letter filled in on page 3 of the answer sheet booklet*
- 4. complete the form for Exemption from Assigned Topic, forwarding a copy to GEDTS and the GED Administrator.*

**SAY:** You have a sheet of lined scratch paper to use when you write your essay. This sheet of scratch paper will not be scored; it will be collected with all other test materials at the end of the test and shredded. Write your final essay in blue or black ballpoint INK ONLY on pages 3 and 4 of your Language Arts, Writing Test answer sheet booklet. Only the writing on pages 3 and 4 will be scored.

**SAY:** Are there any questions?

---

*Pause and answer any questions.*

---

**SAY:** Two hours is sufficient time for nearly everyone to finish both parts of the Language Arts, Writing Test. I will tell you when you have 10 minutes left to finish the multiple-choice test questions. At the end of 75 minutes, you must put your pencils down, turn to page 3 of the Language Arts, Writing Test answer sheet booklet, and use your pen to begin your essay. If you finish your essay early, you may go back and work on Part I of the Language Arts, Writing Test. If you finish the multiple-choice questions before I call time, you may start writing your essay.

**SAY:** Remember that you are to complete your answers to the multiple-choice questions with a pencil. You are to write your essay with a ballpoint pen.

**SAY:** Are there any questions about the Language Arts, Writing Test?

---

*Pause and answer any questions.*

---

**SAY:** Turn to page 2 of your Language Arts, Writing Test answer sheet booklet. Open your Language Arts, Writing Test booklet to page 2. Write only on the answer sheet booklet and scratch paper. DO NOT write in the Language Arts, Writing Test booklet. You may now begin work.

*Note: After you give the instruction to begin, start timing the test administration immediately. Note and record the time that candidates begin working. If a chalkboard is available, write down the time and the time remaining after every 15 minutes. If no chalkboard is available, announce the time.*

*After the candidates have a few minutes to read and answer the first questions, walk around the room and look at the answer sheet booklets to ensure that the candidates are in the correct section for the Language Arts, Writing Test and are marking their booklets properly. Circulate often and quietly.*

*As the GED Examiner(s) and Proctor(s) move about the room, they should check to ensure that*

- 1. Test Forms, Format Codes, and essay topics are properly completed. Candidates must completely DARKEN the circles.*
- 2. Identification Numbers are filled in on page 3.*

**After 65 minutes, notify the candidates that they have 10 minutes left to complete the multiple-choice questions.**

**SAY:** You have 10 minutes left to complete Part I of the multiple-choice part of the Language Arts, Writing Test.

**After 75 minutes:**

**SAY:** Put your pencils down, please. You now have 45 minutes to write your assigned essay. Remember to write your essay with a blue or black ballpoint pen on pages 3 and 4 of the answer sheet booklet. Do not write your final essay in the test booklet or on

the scratch paper. If I have not called time before you complete writing your essay, you may go back and review your multiple-choice answers or answer any questions you have left unanswered.

**SAY:** You have 45 minutes to write your essay. You may begin work.

---

*Note: After the instruction to begin work has been given, record the time.*

*Early in the session, GED Examiners and Proctors must check to see that candidates are writing their essays in ink on pages 3 and 4 and that candidates are writing on the assigned topics. Circulate often and quietly.*

---

**When 10 minutes remain before the end of the session:**

**SAY:** You have 10 minutes left to complete this test. Please work accordingly. At the end of the 10 minutes, all test booklets, answer sheet booklets, and scratch paper will be collected.

**When the end of the testing time is reached:**

**SAY:** Time is up. Please put your pencils and pens down and close the test booklets and answer sheet booklets. Remain in your seats while we collect and check the test materials before you leave the testing room. Thank you for your cooperation.

## Instructions for GED Examiners after Test Administration

The Examiner must collect each candidate's test booklet, answer sheet booklet, and any scratch paper that has been distributed. Each candidate's materials should be checked against the test surveillance log **BEFORE** the candidate is permitted to leave the testing room. Test booklets **MUST** also be scanned for any missing pages or marks before candidates are dismissed.

A quick and reliable technique to check for missing pages is the **“Fan and edge”** method. Bend the right edge of each test booklet toward you, which should reveal a black rectangle on the edge of each page. With the edges of the pages exposed, the black rectangle will be spaced from top to bottom in regular intervals. A missing black rectangle indicates missing pages.

Shred and dispose of all scratch paper.

After each test administration, thoroughly inspect all used test booklets for any marks or missing pages before returning them to locked storage. If a test booklet becomes marked so that it is unusable, retire it from use and keep it in the secure storage area until the entire stock of materials is returned to the GED Testing Service.

## Instructions for Completing the Language Arts, Reading Test Answer Sheet

**SAY:** On the Language Arts, Reading Test answer sheet, read along as I read the instructions that appear on the front page.

**SAY:** You will need a No. 2 pencil with an eraser to complete this test. Use only a No. 2 pencil.

**SAY:** Make solid, dark marks that completely fill the circles.

**SAY:** Completely erase any answers you wish to change.

**SAY:** The upper left-hand corner is the section for today's date. Today's date is \_\_\_\_\_. Darken the circle that corresponds with the correct month. Under the boxes labeled "day," write in today's date and then darken the corresponding circle(s). *(If today's date is a single-digit number, tell candidates to put a zero (0) in the first column.)* In the boxes labeled "year," write in the correct year, and then darken the corresponding circles.

**SAY:** Find the grid for ID Number Type. Darken the circle next to your ID Number Type. This must match the information that you provided on your demographics form.

**SAY:** In the grid for Birth Date, darken the circle that corresponds with the month that you were born. Under the boxes labeled "day," write in the day that you were born, and then darken the corresponding circles. If the date of your birth is a single-digit number, you must enter a zero (0) in the first column. In the boxes labeled "year," write in the correct year, and then darken the corresponding circles.

**SAY:** In the Identification Number grid, write in your Identification Number, then darken the corresponding circle for each number.

**SAY:** Use your legal name as it appears on the identification document(s) you presented today. Use this name each time you take any of the GED Tests. If you do not use the same name that you wrote on your demographics form, your records will be incomplete, and it may hinder scoring your test.

**SAY:** If your name is longer than the space provided, please enter as much as will fit.

**SAY:** Grid in your middle initial in the “MI” box.

**SAY:** If you have “Jr.,” Sr.,” or Roman numerals after your name, please grid that in the “Suffix” box.

**SAY:** In the boxes in the bottom right-hand corner, indicate by darkening the appropriate circle if there have been any changes to your name or address since the last time you took the GED Tests . If you darken “yes,” please raise your hand.

**SAY:** If you have changed your Identification Number Type or Identification Number, please raise your hand.

---

***Note: Distribute Name and Address Change forms and Identification Number Change forms. Identify the appropriate time for the candidates to complete this form. See the instructions for completing the Name and Address and Identification Number change forms at the end of this section.***

---

**SAY:** The last box on the front page asks, “Is this the first time you have ever taken the GED Tests?” Darken the appropriate circle for “yes” or “no.”

**SAY:** Are there any questions about the completion of page 1?

---

***Answer any questions and monitor candidates’ work for accuracy.***

---

**SAY:** Please turn to page 2.



**SAY:** The Language Arts, Reading Test answer sheet is located in the right-hand side of the page. Use your scratch paper to cover the Science Test and Social Studies Test sections so that you can focus on the Reading Test circles. On the cover of your test booklet, in the upper right-hand corner, you will see the words TEST FORM. Find the two-letter test form that starts with the letter I. At the top of page 2 of your answer sheet, darken the circle under these two letters.

**SAY:** Look on the cover of your test booklet. In the upper left-hand corner, find the two-letter format code, such as EP (English print), SP (Spanish print), CP (Canadian print), LP (Large Print), EA (English audio), or EB (English Braille). On page 2 of your answer sheet, darken the circle corresponding to the test format code in the Format Code Box.

**SAY:** Are there any questions about darkening the corresponding circles for the test form and format code? You must darken the correct circle for both or your answer sheet will not be scored.

**SAY:** Turn the test booklet over and read the instructions and the sample question provided on the back cover. Do not open the test booklet yet.

---

*Pause.*

---

**SAY:** Are there any questions?

---

*Pause and answer any questions.*

---

**SAY:** The time allotted for the Language Arts, Reading Test is 65 minutes. The time will be sufficient for nearly everyone to finish the test. I will let you know when you have 10 minutes left to finish your work.

**SAY:** Are there any questions?

---

*Pause and answer any questions.*

---

***Note:*** *If administration conditions permit, candidates can be allowed to leave the room after completing work on the Language Arts, Reading Test. If so, inform them. If not, inform them that they must remain at their seats until the time has elapsed.*

---

**SAY:** Now, open your test booklet to page 2. Begin work.

---

***Note:*** *After giving the instruction to begin work, start timing the test administration. Note and record the time that candidates begin working.*

***During the testing session, the GED Examiner(s) and Proctor(s) should not read or do any other work. Proctoring must be continuous. Early in the session, the GED Examiner(s) and Proctor(s) must check to see that each candidate is marking the answer sheet properly. Circulate often and quietly.***

---

### **When 10 minutes remain before the end of the session:**

**SAY:** You have 10 minutes left to complete this test. Please work accordingly. At the end of the 10 minutes, I will collect all test booklets, answer sheets, and scratch paper.

---

***Note:*** *If you are administering the Language Arts, Reading, Science, and Social Studies tests at the same time, then provide a way of notifying candidates without disturbing other candidates who have more time to complete their tests.*

---

### **When the end of the testing time is reached:**

**SAY:** Time is up. Please put your pencils down. Close your test booklet and turn over your answer sheet. Remain in your seats while we collect and check the test materials before you leave the testing room. Thank you for your cooperation.

## Instructions for GED Examiners after Test Administration

The Examiner must collect each candidate's test booklet, answer sheet, and any scratch paper that has been distributed. Each candidate's materials should be checked against the test surveillance log **BEFORE** the candidate is permitted to leave the testing room. Test booklets **MUST** also be scanned for any missing pages or marks before candidates are dismissed.

A quick and reliable technique to check for missing pages is the **“Fan and edge”** method. Bend the right edge of each test booklet toward you, which should reveal a black rectangle on the edge of each page. With the edges of the pages exposed, the black rectangle will be spaced from top to bottom in regular intervals. A missing black rectangle indicates missing pages.

Shred and dispose of all scratch paper.

After each test administration, thoroughly inspect all used test booklets for any marks or missing pages before returning them to locked storage. If a test booklet becomes marked so that it is unusable, retire it from use and keep it in the secure storage area until the entire stock of materials is returned to the GED Testing Service.

## Instructions for Completing the Social Studies Test Answer Sheet

**SAY:** On the Social Studies Test answer sheet, read along as I read the instructions that appear at the top of the front page.

**SAY:** You will need a No. 2 pencil with an eraser to complete this test.

**SAY:** Make solid, dark marks that completely fill the circles.

**SAY:** Completely erase any answers you wish to change.

**SAY:** The upper left-hand corner is the section for today's date. Today's date is \_\_\_\_\_. Darken the circle that corresponds with the correct month. Under the boxes labeled "day," write in today's date and then darken the corresponding circle(s). *(If today's date is a single-digit number, tell candidates to put a zero (0) in the first column.)* In the boxes labeled "year," write in the correct calendar year, and then darken the corresponding circles.

**SAY:** Find the grid for ID Number Type. Darken the circle next to your ID Number Type. This must match the information that you provided on your demographics form.

**SAY:** In the grid for Birth Date, darken the circle that corresponds with the month that you were born. Under the boxes labeled "day," write in the day that you were born, and then darken the corresponding circles. If the date of your birth is a single-digit number you must enter a zero (0) in the first column. In the boxes labeled "year," write in the correct calendar year you were born, and then darken the corresponding circles.

**SAY:** In the Identification Number grid, write in your Identification Number, then darken the corresponding circle for each individual number.

**SAY:** Use your legal name as it appears on the identification document(s) you presented today. Use this name each time you take any of the GED Tests. If you do not use the same name that you wrote on your demographics form, your records will be incomplete and it may hinder scoring your test.

**SAY:** If your name is longer than the space provided, please enter as much as will fit.

**SAY:** Grid in your middle initial in the “MI” box.

**SAY:** If you have “Jr.,” Sr.,” or Roman numerals after your name, please grid that in the “Suffix” box.

**SAY:** In the boxes in the bottom right-hand corner, indicate if there have been any changes to your name or address since the last time you took the GED Tests by darkening the appropriate circle. If you darken “yes,” raise your hand to notify your GED Examiner.

**SAY:** If you have changed your Identification Number Type or Identification Number, please raise your hand.

---

***Note: Distribute Name and Address Change forms and Identification Number Change forms. Identify the appropriate time for the candidates to complete this form. See the instructions for completing the Name and Address and Identification Number change forms at the end of this section.***

---

**SAY:** The last box on the front page asks, “Is this the first time you have ever taken the GED Tests?” Darken the appropriate circle for “yes” or “no.”

**SAY:** Are there any questions about the completion of page 1?

---

*Answer any questions and monitor candidates' work for accuracy.*

---

**SAY:** Please turn to page 2.

**SAY:** The Social Studies Test answer area is located in the center of the answer sheet. Use your scratch paper to cover the Science Test answer area so that you will record your answers in the Social Studies Test section.

**SAY:** On the cover of your test booklet, in the upper right-hand corner, you will see the words TEST FORM. Find the two-letter test form that starts with the letter I. At the top and center of page 2, of your answer sheet directly under Social Studies, darken the circle under these two letters.

**SAY:** Look on the cover of your test booklet. In the upper left-hand corner, find the two-letter format code, such as EP (English print), SP (Spanish print), CP (Canadian print), LP (Large Print), EA (English audio), or EB (English Braille). On page 2 of your answer sheet booklet, darken the circle corresponding to the test format code in the Format Code Box.

**SAY:** Are there any questions about darkening the corresponding circles for the test form and format code? You must darken the correct circle for both or your answer sheet will not be scored.

**SAY:** Turn the test booklet over and read the instructions and the sample question provided on the back cover. Do not open the test booklet yet.

---

*Pause.*

---

**SAY:** Are there any questions about the Social Studies Test directions?

---

*Pause and answer any questions.*

---

**SAY:** The time allotted for the Social Studies Test is 70 minutes. The time will be sufficient for nearly everyone to finish the test. I will let you know when you have 10 minutes left to finish your work.

**SAY:** Are there any questions?

---

*Pause and answer any questions.*

---

**SAY:** Now, open your test booklet to page 2. You may begin work.

---

*Note: After giving the instruction to begin work, start timing the test administration. Note and record the time when candidates begin working.*

*During the testing session, the GED Examiner(s) and Proctor(s) should not read or do any other work. Proctoring must be continuous. Early in the session, the GED Examiner(s) and Proctor(s) must check to see that each candidate is marking the answer sheet booklet properly. Circulate often and quietly.*

---

**When 10 minutes remain before the end of the session:**

**SAY:** You have 10 minutes left to complete this test. Please work accordingly. At the end of the 10 minutes, I will collect all test booklets, answer sheets, and scratch paper will be collected.

**When the end of the testing time is reached:**

**SAY:** Time is up. Please put your pencils and pens down and close your test booklets and answer sheets. Remain in your seats while we collect and check the test materials. Thank you for your cooperation.

## Instructions for GED Examiners after Test Administration

The Examiner must collect each candidate's test booklet, answer sheet, and any scratch paper that has been distributed. Each candidate's materials should be checked against the test surveillance log **BEFORE** the candidate is permitted to leave the testing room. Test booklets **MUST** also be scanned for any missing pages or marks before candidates are dismissed.

A quick and reliable technique to check for missing pages is the **“Fan and edge”** method. Bend the right edge of each test booklet toward you, which should reveal a black rectangle on the edge of each page. With the edges of the pages exposed, the black rectangle will be spaced from top to bottom in regular intervals. A missing black rectangle indicates missing pages.

Shred and dispose of all scratch paper.

After each test administration, thoroughly inspect all used test booklets for any marks or missing pages before returning them to locked storage. If a test booklet becomes marked so that it is unusable, retire it from use and keep it in the secure storage area until the entire stock of materials is returned to the GED Testing Service.



## Instructions for Completing the Science Test Answer Sheet

**SAY:** On the Science Test answer sheet, read along as I read the instructions that appear on the front page.

**SAY:** You will need a No. 2 pencil with an eraser to complete this test. Use only a No. 2 pencil.

**SAY:** Make solid, dark marks that completely fill the circles.

**SAY:** Completely erase any answers you wish to change.

**SAY:** The upper left-hand corner is the section for today's date. Today's date is \_\_\_\_\_. Darken the circle that corresponds with the correct month. Under the boxes labeled "day," write in today's date, and then darken the corresponding circle(s). *(If today's date is a single-digit number, tell candidates to put a zero (0) in the first column.)* In the boxes labeled "year," write in the correct year, and then darken the corresponding circles.

**SAY:** Find the grid for ID Number Type. Darken the circle next to your ID number type. This must match the information that you provided on your demographics form.

**SAY:** In the grid for Birth Date, darken the circle that corresponds with the month that you were born. Under the boxes labeled "day," write in the day that you were born, and then darken the corresponding circles. If the date of your birth is a single-digit number, you must enter a zero (0) in the first column. In the boxes labeled "year," write in the correct calendar year you were born, and then darken the corresponding circles.

**SAY:** In the Identification Number grid, write in your Identification Number, and then darken the corresponding circle for each individual number.

**SAY:** Use your legal name as it appears on the identification document(s) you presented today. Use this name each time you take any of the GED Tests. If you do not use the same name that you wrote on your demographics form, your records will be incomplete and it may hinder scoring your test.

**SAY:** If your name is longer than the space provided, please enter as much as will fit.

**SAY:** Grid in your middle initial in the “MI” box.

**SAY:** If you have “Jr.,” “Sr.,” or Roman numerals after your name, please grid that in the “suffix” box.

**SAY:** In the boxes in the bottom right-hand corner, indicate if there have been any changes to your name or address since the last time you took the GED Tests by darkening the appropriate circle. If you darken “yes,” raise your hand.

**SAY:** If you have changed your Identification Number Type or Identification Number, please raise your hand.

**Note:** *Distribute Name and Address Change forms and Identification Number Change forms. Identify the appropriate time for the candidates to complete this form. See the instructions for completing the Name and Address and Identification Number change forms at the end of this section.*

**SAY:** The last box on the front page asks, “Is this the first time you have ever taken the GED Tests?” Darken the appropriate circle for “yes” or “no.”

**SAY:** Are there any questions about the completion of page 1?

*Answer any questions and monitor candidates’ work for accuracy.*

**SAY:** Please turn to page 2.

**SAY:** The Science Test answer sheet is located on the left-hand side of the page. Use your scratch paper to cover the Social Studies Test and Language Arts, Reading Test sections so that you can focus on the Science Test circles. On the cover of your test booklet, in the upper right-hand corner, you will see the words TEST FORM. Find the two-letter test form that starts with the letter I. At the top of page 2 of your answer sheet, darken the circle under these two letters.

**SAY:** Look on the cover of your test booklet. In the upper left-hand corner, find the two-letter format code, such as EP (English print), SP (Spanish print), CP (Canadian print), LP (Large Print), EA (English audio), or EB (English Braille). On page 2 of your answer sheet, darken the circle corresponding to the test format code in the Format Code Box.

**SAY:** Are there any questions about darkening the corresponding circles for the test form and format code? You must darken the correct circle for both or your answer sheet will not be scored.

**SAY:** Turn the test booklet over and read the instructions and the sample question provided on the back cover. Do not open the test booklet yet.

---

*Pause.*

---

**SAY:** Are there any questions?

---

*Pause and answer any questions.*

---

**SAY:** The time allotted for the Science Test is 80 minutes. The time will be sufficient for nearly everyone to finish the test. I will let you know when you have 10 minutes to finish your work.

**SAY:** Are there any questions?

---

*Pause and answer any questions.*

---

***Note:*** *If administration conditions permit, candidates can be allowed to leave the room after completing work on the test. If so, inform them. If not, inform them that they must remain at their seats until the time has elapsed.*

---

**SAY:** Now, open your test booklet to page 2. Begin work.

***Note:*** *After giving the instruction to begin work, start timing the test administration. Note and record the time that candidates begin working.*

***During the testing session, the GED Examiner(s) and Proctor(s) should not read or do any other work. Proctoring must be continuous. Early in the session, the GED Examiner(s) and Proctor(s) must check to see that each candidate is marking the answer sheet properly. Circulate often and quietly.***

---

### **When 10 minutes remain before the end of the session:**

**SAY:** You have 10 minutes left to complete this test. Please work accordingly. At the end of the 10 minutes, I will collect all test booklets, answer sheets, and scratch paper.

### **When the end of the testing time is reached:**

**SAY:** Time is up. Please put your pencils down. Close your test booklet and turn over your answer sheet. Remain in your seats while we collect and check the test materials before you leave the testing room. Thank you for your cooperation.

## Instructions for GED Examiners after Test Administration

The Examiner must collect each candidate's test booklet, answer sheet, and any scratch paper that has been distributed. Each candidate's materials should be checked against the test surveillance log **BEFORE** the candidate is permitted to leave the testing room. Test booklets **MUST** also be scanned for any missing pages or marks before candidates are dismissed.

A quick and reliable technique to check for missing pages is the **“Fan and edge”** method. Bend the right edge of each test booklet toward you, which should reveal a black rectangle on the edge of each page. With the edges of the pages exposed, the black rectangle will be spaced from top to bottom in regular intervals. A missing black rectangle indicates missing pages.

Shred and dispose of all scratch paper.

After each test administration, thoroughly inspect all used test booklets for any marks or missing pages before returning them to locked storage. If a test booklet becomes marked so that it is unusable, retire it from use and keep it in the secure storage area until the entire stock of materials is returned to the GED Testing Service.

## General Directions for Administering the Mathematics Test

Use the Test Surveillance Log to distribute answer sheets or booklets, and distribute the Mathematics Test, answer sheets, pencils (No. 2), scratch paper, and required materials to all candidates.

The Mathematics Test, Part I (with calculator) must be administered first. The Mathematics Test, Part II (without calculator) can only be administered after Part I has been administered. Each candidate must have the Mathematics Test Answer Sheet for the entire 90 minutes of the Mathematics Tests. At the end of the first 45 minutes, collect the calculators and scratch paper. Distribute new scratch paper and the Mathematics Test, Part II test booklets. Candidates may retain the Mathematics Test, Part I booklet without the calculator for the entire 90 minutes of the Mathematics Test.

The GED Examiner should draw candidates' attention to the following wall posters: (1) Standard Grid; (2) Calculator Directions; and (3) Coordinate Plane Grid.

**SAY:** The only items that should be on your desk are your answer sheet, your test booklet, your scratch paper, and your pencil.

**SAY:** Do not open your test booklets or write in the answer sheet until I instruct you to do so.

## Instructions for Completing the Mathematics Test Answer Sheet

**SAY:** On the answer sheet, read along as I read the instructions that appear on the front page.

**SAY:** You will need a No. 2 pencil with an eraser to complete this test. Use only a No. 2 pencil.

**SAY:** Make solid, dark marks that completely fill the circles on your answer sheet.

**SAY:** Completely erase any answers you wish to change.

**SAY:** The upper left-hand corner is the section for today's date. Today's date is \_\_\_\_\_. Darken the circle that corresponds with the correct month. Under the boxes labeled "day," write in today's date and then darken the corresponding circle(s).

---

**Note:** *If today's date is a single-digit number, tell candidates to put a zero (0) in the first column.*

---

**SAY:** In the boxes labeled "year," write in the correct year, and then darken the corresponding circles.

**SAY:** Find the grid for ID Number Type. Darken the circle next to your ID Number type. This must match the information that you provided on your demographics form.

**SAY:** In the grid for Birth Date, darken the circle that corresponds to the month that you were born. Under the boxes labeled "day," write in the day that you were born, and then darken the corresponding circles. If the date of your birth is a single-digit number, you must enter a zero (0) in the first column. In the boxes labeled "year," write in the correct year, and then darken the corresponding circles.

**SAY:** In the Identification Number Grid, write in your Identification Number, then darken the corresponding circle for each individual number.

**SAY:** Use your legal name as it appears on the identification document(s) you presented today. Use this name each time you take any of the GED Tests. If you do not use the same name that you wrote on your demographics form, your records will be incomplete, and it may hinder scoring your test.

**SAY:** If your name is longer than the space provided, please enter as much as will fit.

**SAY:** Grid in your middle initial in the “MI” box.

**SAY:** If you have “Jr.,” “Sr.,” or Roman numerals after your name, please grid that in the “Suffix” box.

**SAY:** In the boxes in the bottom right-hand corner, indicate if there have been any changes to your name or address since the last time you took the GED Tests by darkening the appropriate circle. If you darken “yes,” raise your hand to notify your GED Examiner.

**SAY:** If you have changed your Identification Number Type or Identification Number, please raise your hand.

**Note: Distribute Name and Address Change forms and Identification Number Change forms. Identify the appropriate time for the candidates to complete this form. See the instructions for completing the Name and Address and Identification Number change forms at the end of this section.**

**Now go back to the Mathematics Test answer sheet.**

**SAY:** The last box on the front page of the Mathematics Test answer sheet asks, “Is this the first time you have ever taken the GED Tests?” Darken the appropriate circle.



**SAY:** Are there any questions about the completion of page 1?

---

*Answer any questions and monitor candidates' work for accuracy.*

---

**SAY:** Please turn to page 2.

**SAY:** On the top of page 2, there is a grid on the right-hand side, with the words TEST FORM written on the top. To find your test form, look on the cover of your test booklet. In the upper right-hand corner, you will see the words TEST FORM. Find the two-letter test form that starts with the letter I. At the top of page 2 of your answer sheet, darken the circle under these two letters.

**SAY:** In the next box below the test form is the box for the Format Code. To find your format code, look on the cover of your test booklet, in the upper left-hand corner, and find the two-letter Format Code, such as EP (English print), SP (Spanish print), CP (Canadian print), LP (Large print), EA (English audio), or EB (English Braille). On page 2 of your answer sheet, darken the circle corresponding to the test format code in the Format Code Box.

**SAY:** Are there any questions about darkening the corresponding circles for the Test Form and the Format Code? You must darken the correct circle for both or your answer sheet will not be scored.

**SAY:** On the left-hand side of your Mathematics Test answer sheet, the directions are as follows:

*“Do not fold the sheet or make any marks other than writing in the boxes and filling in the circles.*

*“Folds and stray marks on the sheet may result in incomplete information or an inaccurate score.*

*“Part I of the Mathematics Test permits the use of a calculator.*

*“You may not use a calculator on Part II. At the end of Part I, the staff will collect scratch paper and calculators. A second test booklet and new scratch paper will be given to you at the beginning of Part II.”*

## Instructions for Administering the Mathematics Test

**SAY:** The Mathematics Test is in two parts. Part I is a multiple-choice test with six alternate formats and one coordinate plane grid. The time allowed for the Mathematics Test is 90 minutes. You will have 45 minutes to complete the 25 questions in this booklet. Work carefully, but do not spend too much time on any one question. Be sure to answer every question.

If you complete Part I before the end of 45 minutes, you may raise your hand and the Examiner will come and collect your calculator and scratch paper, and give you Part II of the Mathematics Test. You may work on both Part I and Part II for the remainder of the 90 minutes, but you may not use your calculator. Once you receive Part II, you may no longer use your calculator.

**SAY:** Formulas that you may need are given on page 2. Only some of the questions will require you to use a formula. Not all formulas given will be needed.

**SAY:** Turn your test booklet over and read the Calculator Directions and the sample questions provided on the back cover. These examples are to help you feel comfortable with the calculator in Part I. Please note the wall poster, which displays the same directions. Do not open the booklet yet.

---

*Pause. Point out position of wall poster with calculator directions.*

---

**SAY:** Do you have any questions about the calculator directions?

---

*Pause and answer any questions.*

---

**SAY:** Turn to the inside back cover of the Mathematics Test booklet. On the left-hand side of the booklet are the directions on how to

complete the multiple-choice portion of the Mathematics Test. Please read the directions and the example given. Please look up when you have finished reading.

---

*Pause.*

---

**SAY:** The right-hand side of the inside back cover explains how to complete the alternate-format portion of the Mathematics Test. Please read the directions and the example given. Please note the wall posters, which also display directions for using a standard grid and coordinate plane to answer alternate-format questions. Please look up at me when you have finished reading.

---

*Pause. Point out position of wall posters with directions for alternate-format questions using a standard grid and coordinate plane.*

---

**SAY:** Now, open your test booklet to page 3. Begin work.

---

**Note:** *After the instruction to begin work has been given, start timing the test administration immediately. Note and record the time that candidates begin working. Give the candidates a few minutes to read and answer the first questions. Then walk around the room and look at the answer sheet booklets to ensure that the candidates are in the correct section of the answer sheet booklet for Mathematics Test, Part I and are marking their booklets properly. Circulate often and quietly.*

*As the GED Examiner(s) and Proctor(s) move about the room, they should check to ensure that*

- 1. Test Forms and Format Codes are properly completed. Candidates must completely DARKEN the circles.*
  - 2. Identification Numbers are filled in.*
  - 3. If a chalkboard is available, write down the time after 15 minutes have passed.*
-

**When 35 minutes of testing have passed:**

**SAY:** You have 10 minutes left to complete Part I of the Mathematics Test.

**When 45 minutes of testing have passed:**

**SAY:** Put your pencils down, please. The staff will come around and collect your calculators and scratch paper.

*Note: Collect calculators and all scratch paper. While staff members are collecting and processing calculators and scratch paper for the Mathematics Test, Part I, distribute the Mathematics Test, Part II Booklet and new scratch paper.*

**SAY:** You have 45 minutes to complete Part II of the Mathematics Test. You may begin work.

*Note: After the instruction to begin work has been given, begin timing the test administration. Note and record the time the candidates begin working.*

*Circulate often and quietly.*

**When 10 minutes remain before the end of the session:**

**SAY:** You have 10 minutes left to complete this test. Please work accordingly. At the end of the 10 minutes, all test booklets, answer sheets, and scratch paper will be collected.

**When the end of the testing time is reached:**

**SAY:** Time is up. Please put your pencils down and close the test booklets and answer sheets. Remain in your seats while we collect and check the test materials before you leave the testing room. Thank you for your cooperation.

## Instructions for GED Examiners after Test Administration

The Examiner must collect each candidate's test booklet, answer sheet, and any scratch paper that has been distributed. Each candidate's materials should be checked against the test surveillance log **BEFORE** the candidate is permitted to leave the testing room. Test booklets **MUST** also be scanned for any missing pages or marks before candidates are dismissed.

A quick and reliable technique to check for missing pages is the **“Fan and edge”** method. Bend the right edge of each test booklet toward you, which should reveal a black rectangle on the edge of each page. With the edges of the pages exposed, the black rectangle will be spaced from top to bottom in regular intervals. A missing black rectangle indicates missing pages.

Shred and dispose of all scratch paper.

After each test administration, thoroughly inspect all used test booklets for any marks or missing pages before returning them to locked storage. If a test booklet becomes marked so that it is unusable, retire it from use and keep it in the secure storage area until the entire stock of materials is returned to the GED Testing Service.

## **Preventing Testing Irregularities and Invalid Test Scores**

GED Examiners are responsible for confirming the validity of test results obtained during a GED Test Administration. The GED Examiners should place only those results in which they have confidence into the permanent records that are forwarded to the GED Administrator. The GED Testing Service has the right to cancel test results if it is confirmed that scores were earned with unauthorized aids. Such conditions would include copying from another candidate, impersonating another candidate, taking an unauthorized time extension, or receiving answers to test questions in advance of the scheduled testing date.

It is the GED Examiner's responsibility to follow approved GED procedures when conducting testing sessions. These procedures have been designed and proven to reduce the incidence of testing irregularities.

Candidates must be informed of the test misconduct policy before the session begins. Penalties may include, but are not limited to, dismissal from the testing session and cancellation of scores obtained in that testing session; an imposed waiting period before retesting; or private retesting with careful observation of the retest at the candidate's expense.

The GED Examiner must report in writing all testing irregularities or invalid test scores to the jurisdictional GED Administrator and to the GED Testing Service.

## **Suspected Use of Unauthorized Aids or Other Irregularities**

When the GED Examiner suspects that a GED candidate is copying another candidate's paper, using unauthorized aids, impersonating another candidate, using false identification, or has had access to the test or to essay anchor/recalibration papers, the GED Examiner must promptly inform the jurisdictional GED Administrator, the institution that sponsors the official GED Testing Center, and the GED Testing Service.

When a testing irregularity is suspected, the GED Examiner should minimize the disruption to the candidates and remove the suspect(s) from the testing room only if doing so does not present a physical threat to the GED Examiner. If confrontation is not advisable, the GED Examiner may, at his or her discretion, permit the suspect to complete the testing session and later invalidate the scores.

The GED Testing Service requires that a candidate's scores be invalidated whenever the GED Examiner observes suspicious activity in a testing session. In instances where a GED candidate is suspected of copying another candidate's paper, of impersonating another candidate, or of using unauthorized aids, the GED Examiner should obtain statements from any candidates and/or staff members who observed the activity. These statements should be attached to the GED Examiner's written report. The GED Examiner must delay reporting scores to any candidate who is suspected of invalid testing until an investigation has been complete.

Candidates must have an opportunity to respond and provide information when confronted with the accusation that they tested with unfair advantage. When a GED Examiner cannot prove that a GED candidate tested with unfair advantage, the candidate must be given the opportunity to retest on a different form of the GED Tests as soon as possible. If the candidate denies that any irregularity occurred and refuses to retest, the GED Administrator and the GED Testing Service will review the case.

In all cases, binding arbitration through written submission to the American Arbitration Association shall be the final recourse for any candidate who challenges the decision to cancel a test score by the GED Testing Service or by the jurisdictional GED Administrator.

## **Inappropriate or Disruptive Behavior of Candidates**

All GED candidates are entitled to a quiet, comfortable testing environment that is as free as possible from distractions. The GED



Examiner is responsible for preserving the quality of the testing environment. When one candidate's activity or behavior is disruptive to the extent that it jeopardizes the rights of others to an environment that is conducive to fair testing, it is the GED Examiner's prerogative to notify the candidate at fault that continued disruption will result in dismissal from the testing room.

Some candidates, for many reasons (including neurological or emotional conditions), may become frustrated or agitated during the testing session. They may "act out" in a manner that severely disrupts the testing environment.

Should a candidate's disruptive behavior warrant removal from the testing session, the GED Examiner may, at his or her discretion,

- Have the disruptive candidate promptly removed from the testing room
- Cancel the candidate's test results for that session
- File a Report of Testing Irregularity with the GED Testing Service and the GED Administrator
- Reschedule the candidate for a private testing session, according to jurisdictional and local regulations

## **Editions in a Foreign Language**

This booklet will also be made available in French-language and Spanish-language editions. If the GED Examiner does not speak the language, it is suggested that a Proctor who is fluent in French or Spanish be present to assist the GED Examiner with directions, questions, and any special instructions.

## Other Editions of the GED Tests

**Large Print:** Instructions for administering the Large Print edition with normal time limits are exactly the same as those for administering the regular print editions. Some candidates with disabilities using the Large Print edition may be granted extended time to complete the tests. Consult the accommodation approval letter for the appropriate time extension.

**Audiocassette:** Candidates using the audiocassette editions of the GED Tests are encouraged to practice the audiocassette format by using the Official GED Audiocassette Practice Form. The GED Examiner should be familiar with the tape player and the cue-and-review function. Instructions for the audiocassette edition are the same as those for the standard print editions of the GED Tests, with the following considerations:

1. Time limits for the audiocassette edition are double the standard time. Additional time may be approved under certain circumstances.
2. Methods for recording answers may vary. Some candidates will record their answers on the regular answer sheet booklet, some candidates may dictate their answers to a scribe, and some may use approved mechanical devices to record their responses to the multiple-choice questions and/or to the essay prompts. The GED Examiner should adapt standard instructions accordingly.
3. Candidates with learning disabilities or those with partial vision may use the Large Print reference manual that accompanies the audiocassette edition. The reference manual contains all text that a candidate hears on the tape, plus some information (in italics) that is not appropriate for the tape format but that is useful in the printed format.

## **Administering Essay Test to Persons with Disabilities**

The GED Examiner may assign a different topic to an adult with a disability if the topic is inappropriate for the candidates because of the disability. The essay topic may be read aloud to candidates who are taking the audiocassette edition.

A sign language interpreter, certified in the candidate's preferred sign language, must be provided to sign the test instructions only to candidates who are deaf or hard-of-hearing. If no interpreter is available, a signed, videotaped version of the instructions is available from the GED Administrator or from GEDTS. Candidates who are deaf or hard of hearing may draft their essays using sign language and videotape equipment.

## **Storage and Disposition of Scored Answer Sheet Booklets and Damaged Test Materials**

After scoring the answer sheet booklets, establishing permanent records of each individual's test scores, and confirming that there is no known question about the accuracy and validity of the test results, the GED Examiner must destroy the answer sheet booklets at the center by shredding or burning. Intact or incomplete answer sheet booklets must be treated as restricted test materials and stored in the same manner as test booklets and score reports because all such materials may be used as unauthorized aids.

GED Testing Centers are not authorized to shred, burn, or otherwise destroy test booklets or essay topic cards. If a test booklet or essay topic card becomes marked or damaged to the extent that it is unusable before its fifteenth use, it must be retired from circulation and maintained in secure storage until the end of the contract year. At the end of the contract year, the item must be returned to the GED Testing Service.

## Directions for Completing the Name and Address Change Form

**SAY:** If you have changed your name or address since your last testing session, please complete the following information. Use only a No. 2 pencil. Make solid, dark marks that completely fill the circles. Completely erase any marks you wish to change.

**SAY:** The upper left-hand corner is the section for today's date. Today's date is \_\_\_\_\_. Darken the circle that corresponds with the correct month. Under the boxes labeled "day," write in today's date and then darken the corresponding circle(s). (*If today's date is a single-digit number, tell candidates to put a zero (0) in the first column*). In the boxes labeled "year," write in the correct year, and then darken the corresponding circles.

**SAY:** The upper right-hand corner is the section for the candidate's birth date. Darken the circle that corresponds with the month that you were born. Under the boxes labeled "day," write in the day that you were born, and then darken the corresponding circle(s). In the boxes labeled "year," write in the correct year, and then darken the corresponding circles.

**SAY:** In the spaces provided, beginning with Last Name, clearly print your last name, first name, and middle initial in the boxes provided. If your name is too long to fit in the number of boxes provided, print as many letters as will fit. If you use a suffix such as "Jr." for Junior or "Sr." for Senior, or Roman numerals, print the letters in the "Suffix" section following MI for middle initial.

---

*Pause. Answer any questions; allow sufficient time for all candidates to fill in their names.*

---

**SAY:** In each column below the letters of your name, darken the circle containing the corresponding letter of your name. Darken only

one circle in each column going down. Be sure to darken the circle completely.

---

*Pause.*

---

**SAY:** In the Identification Number grid, write in your ID Number, then darken the corresponding circle for each individual number.

**SAY:** Find the grid for ID Number Type at the bottom right-hand side of the form. Darken the circle next to your ID Number Type. This answer must match the information that you provided on your demographics booklet.

---

*Turn to the back page of the form.*

---

**SAY:** Enter your street number and street name, or your post office box, route number, or military address, and city in the boxes provided (FPO and APO are military addresses). If you live in an apartment, make sure to leave room for your apartment number. Enter the abbreviation for your jurisdiction (state, province, or territory), which is \_\_\_\_\_

---

**Note:** *The GED Examiner should specify the jurisdiction's correct abbreviation.*

---

**SAY:** Darken the corresponding circles.

**SAY:** Are there any questions about entering your address and darkening the circles?

**SAY:** Write your zip code in the boxes, and then darken the corresponding circles. If you know only the first five digits of your zip code, it is okay to leave the last four boxes blank.

**SAY:** For the County, District, or Parish where you live, please write in \_\_\_\_\_ and then bubble the corresponding circles.

## Directions for Completing the Identification Number Change Form

**SAY:** If you have changed your Identification Number since your last testing session, please complete the following information. Use only a No. 2 pencil. Make solid, dark marks that completely fill the circles. Completely erase any marks you wish to change.

**SAY:** The upper left-hand corner is the section for today's date. Today's date is \_\_\_\_\_. Darken the circle that corresponds with the correct month. Under the boxes labeled "day," write in today's date and then darken the corresponding circle(s). (*If today's date is a single-digit number, tell candidates to put a zero (0) in the first column*). In the boxes labeled "year," write in the correct year, and then darken the corresponding circles.

**SAY:** The upper right-hand corner is the section for the candidate's birth date. Darken the circle that corresponds with the month that you were born. Under the boxes labeled "day," write in the day that you were born, and then darken the corresponding circle(s). In the boxes labeled "year," write in the correct year, and then darken the corresponding circles.

**SAY:** For Box 2, clearly print your last name, first name, and middle initial in the boxes provided. If your name is too long to fit in the number of boxes provided, print as many letters as will fit. If you use a suffix such as "Jr." for Junior or "Sr." for Senior, or Roman numerals, print the letters in the "Suffix" section following MI for middle initial.

---

*Pause.*

---

**SAY:** If you have any questions about printing your name in the boxes, please raise your hand.

---

*Answer any questions; allow sufficient time for all candidates to fill in their names.*

---

**SAY:** In each column below the letters of your name, darken the circle containing the corresponding letter of your name. Darken only one circle in each column going down. Be sure to darken the circle completely. Look at the example at the top of the demographics booklet for the proper way to fill in the circles.

---

*Pause.*

---

**SAY:** Are there any questions on how to fill in the circles for your name?

---

*Answer any questions; allow sufficient time for all candidates to darken the circles for their names.*

---

**SAY:** Please direct your attention to the back of the form to the section marked “Change Identification From” and “Change Identification To.” In the section on the left-hand side of the form, marked “Change Identification From,” darken the circle that corresponds with the ID Number Type that you used the last time that you took the GED Tests. Fill in the number of that ID Number Type in the space that is labeled “Identification Number” on the left-hand side of the form. Then move to the right-hand side where “Change Identification To” is listed. First, darken the circle that corresponds with your new ID Number Type. Now write in your new identification number in the boxes labeled “Identification Number” on the right-hand side. Then darken the corresponding circles with your new identification number.

# Test Timing Chart

Start Time	Language Arts, Writing		Language Arts, Writing		Language Arts, Reading		Social Studies		Science		Math		Math	
	Part I		Part II		Part II		Part II		Part I		Part I		Part II	
	End	Language Arts, Writing	End	Language Arts, Writing	End	Language Arts, Reading	End	Social Studies	End	Science	End	Math	End	Math
1:00.....	2:15	.....	3:00	.....	2:05	.....	2:10	.....	2:20	.....	1:45	.....	2:30	.....
1:05.....	2:20	.....	3:05	.....	2:10	.....	2:15	.....	2:25	.....	1:50	.....	2:35	.....
1:10.....	2:25	.....	3:10	.....	2:15	.....	2:20	.....	2:30	.....	1:55	.....	2:40	.....
1:15.....	2:30	.....	3:15	.....	2:20	.....	2:25	.....	2:35	.....	2:00	.....	2:45	.....
1:20.....	2:35	.....	3:20	.....	2:25	.....	2:30	.....	2:40	.....	2:05	.....	2:50	.....
1:25.....	2:40	.....	3:25	.....	2:30	.....	2:35	.....	2:45	.....	2:10	.....	2:55	.....
1:30.....	2:45	.....	3:30	.....	2:35	.....	2:40	.....	2:50	.....	2:15	.....	3:00	.....
1:35.....	2:50	.....	3:35	.....	2:40	.....	2:45	.....	2:55	.....	2:20	.....	3:05	.....
1:40.....	2:55	.....	3:40	.....	2:45	.....	2:50	.....	3:00	.....	2:25	.....	3:10	.....
1:45.....	3:00	.....	3:45	.....	2:50	.....	2:55	.....	3:05	.....	2:30	.....	3:15	.....
1:50.....	3:05	.....	3:50	.....	2:55	.....	3:00	.....	3:10	.....	2:35	.....	3:20	.....
1:55.....	3:10	.....	3:55	.....	3:00	.....	3:05	.....	3:15	.....	2:40	.....	3:25	.....
2:00.....	3:15	.....	4:00	.....	3:05	.....	3:10	.....	3:20	.....	2:45	.....	3:30	.....
2:05.....	3:20	.....	4:05	.....	3:10	.....	3:15	.....	3:25	.....	2:50	.....	3:35	.....
2:10.....	3:25	.....	4:10	.....	3:15	.....	3:20	.....	3:30	.....	2:55	.....	3:40	.....
2:15.....	3:30	.....	4:15	.....	3:20	.....	3:25	.....	3:35	.....	3:00	.....	3:45	.....
2:20.....	3:35	.....	4:20	.....	3:25	.....	3:30	.....	3:40	.....	3:05	.....	3:50	.....
2:25.....	3:40	.....	4:25	.....	3:30	.....	3:35	.....	3:45	.....	3:10	.....	3:55	.....
2:30.....	3:45	.....	4:30	.....	3:35	.....	3:40	.....	3:50	.....	3:15	.....	4:00	.....



2:35.....	3:50.....	4:35.....	3:40.....	3:45.....	3:55.....	3:20.....	4:05.....
2:40.....	3:55.....	4:40.....	3:45.....	3:50.....	4:00.....	3:25.....	4:10.....
2:45.....	4:00.....	4:45.....	3:50.....	3:55.....	4:05.....	3:30.....	4:15.....
2:50.....	4:05.....	4:50.....	3:55.....	4:00.....	4:10.....	3:35.....	4:20.....
2:55.....	4:10.....	4:55.....	4:00.....	4:05.....	4:15.....	3:40.....	4:25.....
3:00.....	4:15.....	5:00.....	4:05.....	4:10.....	4:20.....	3:45.....	4:30.....
3:05.....	4:20.....	5:05.....	4:10.....	4:15.....	4:25.....	3:50.....	4:35.....
3:10.....	4:25.....	5:10.....	4:15.....	4:20.....	4:30.....	3:55.....	4:40.....
3:15.....	4:30.....	5:15.....	4:20.....	4:25.....	4:35.....	4:00.....	4:45.....
3:20.....	4:35.....	5:20.....	4:25.....	4:30.....	4:40.....	4:05.....	4:50.....
3:25.....	4:40.....	5:25.....	4:30.....	4:35.....	4:45.....	4:10.....	4:55.....
3:30.....	4:45.....	5:30.....	4:35.....	4:40.....	4:50.....	4:15.....	5:00.....
3:35.....	4:50.....	5:35.....	4:40.....	4:45.....	4:55.....	4:20.....	5:05.....
3:40.....	4:55.....	5:40.....	4:45.....	4:50.....	5:00.....	4:25.....	5:10.....
3:45.....	5:00.....	5:45.....	4:50.....	4:55.....	5:05.....	4:30.....	5:15.....
3:50.....	5:05.....	5:50.....	4:55.....	5:00.....	5:10.....	4:35.....	5:20.....
3:55.....	5:10.....	5:55.....	5:00.....	5:05.....	5:15.....	4:40.....	5:25.....
4:00.....	5:15.....	6:00.....	5:05.....	5:10.....	5:20.....	4:45.....	5:30.....
4:05.....	5:20.....	6:05.....	5:10.....	5:15.....	5:25.....	4:50.....	5:35.....
4:10.....	5:25.....	6:10.....	5:15.....	5:20.....	5:30.....	4:55.....	5:40.....
4:15.....	5:30.....	6:15.....	5:20.....	5:25.....	5:35.....	5:00.....	5:45.....
4:20.....	5:35.....	6:20.....	5:25.....	5:30.....	5:40.....	5:05.....	5:50.....
4:25.....	5:40.....	6:25.....	5:30.....	5:35.....	5:45.....	5:10.....	5:55.....

Start Time	End Language Arts, Writing Part I	End Language Arts, Writing Part II	End Language Arts, Reading	End Social Studies	End Science	End Math Part I	End Math Part II
4:30.....	5:45 .....	6:30 .....	5:35 .....	5:40 .....	5:50 .....	5:15 .....	6:00 .....
4:35.....	5:50 .....	6:35 .....	5:40 .....	5:45 .....	5:55 .....	5:20 .....	6:05 .....
4:40.....	5:55 .....	6:40 .....	5:45 .....	5:50 .....	6:00 .....	5:25 .....	6:10 .....
4:45.....	6:00 .....	6:45 .....	5:50 .....	5:55 .....	6:05 .....	5:30 .....	6:15 .....
4:50.....	6:05 .....	6:50 .....	5:55 .....	6:00 .....	6:10 .....	5:35 .....	6:20 .....
4:55.....	6:10 .....	6:55 .....	6:00 .....	6:05 .....	6:15 .....	5:40 .....	6:25 .....
5:00.....	6:15 .....	7:00 .....	6:05 .....	6:10 .....	6:20 .....	5:45 .....	6:30 .....
5:05.....	6:20 .....	7:05 .....	6:10 .....	6:15 .....	6:25 .....	5:50 .....	6:35 .....
5:10.....	6:25 .....	7:10 .....	6:15 .....	6:20 .....	6:30 .....	5:55 .....	6:40 .....
5:15.....	6:30 .....	7:15 .....	6:20 .....	6:25 .....	6:35 .....	6:00 .....	6:45 .....
5:20.....	6:35 .....	7:20 .....	6:25 .....	6:30 .....	6:40 .....	6:05 .....	6:50 .....
5:25.....	6:40 .....	7:25 .....	6:30 .....	6:35 .....	6:45 .....	6:10 .....	6:55 .....
5:30.....	6:45 .....	7:30 .....	6:35 .....	6:40 .....	6:50 .....	6:15 .....	7:00 .....
5:35.....	6:50 .....	7:35 .....	6:40 .....	6:45 .....	6:55 .....	6:20 .....	7:05 .....
5:40.....	6:55 .....	7:40 .....	6:45 .....	6:50 .....	7:00 .....	6:25 .....	7:10 .....
5:45.....	7:00 .....	7:45 .....	6:50 .....	6:55 .....	7:05 .....	6:30 .....	7:15 .....
5:50.....	7:05 .....	7:50 .....	6:55 .....	7:00 .....	7:10 .....	6:35 .....	7:20 .....
5:55.....	7:10 .....	7:55 .....	7:00 .....	7:05 .....	7:15 .....	6:40 .....	7:25 .....
6:00.....	7:15 .....	8:00 .....	7:05 .....	7:10 .....	7:20 .....	6:45 .....	7:30 .....

6:05.....	7:20.....	8:05.....	7:10.....	7:15.....	7:25.....	6:50.....	7:35.....
6:10.....	7:25.....	8:10.....	7:15.....	7:20.....	7:30.....	6:55.....	7:40.....
6:15.....	7:30.....	8:15.....	7:20.....	7:25.....	7:35.....	7:00.....	7:45.....
6:20.....	7:35.....	8:20.....	7:25.....	7:30.....	7:40.....	7:05.....	7:50.....
6:25.....	7:40.....	8:25.....	7:30.....	7:35.....	7:45.....	7:10.....	7:55.....
6:30.....	7:45.....	8:30.....	7:35.....	7:40.....	7:50.....	7:15.....	8:00.....
6:35.....	7:50.....	8:35.....	7:40.....	7:45.....	7:55.....	7:20.....	8:05.....
6:40.....	7:55.....	8:40.....	7:45.....	7:50.....	8:00.....	7:25.....	8:10.....
6:45.....	8:00.....	8:45.....	7:50.....	7:55.....	8:05.....	7:30.....	8:15.....
6:50.....	8:05.....	8:50.....	7:55.....	8:00.....	8:10.....	7:35.....	8:20.....
6:55.....	8:10.....	8:55.....	8:00.....	8:05.....	8:15.....	7:40.....	8:25.....
7:00.....	8:15.....	9:00.....	8:05.....	8:10.....	8:20.....	7:45.....	8:30.....
7:05.....	8:20.....	9:05.....	8:10.....	8:15.....	8:25.....	7:50.....	8:35.....
7:10.....	8:25.....	9:10.....	8:15.....	8:20.....	8:30.....	7:55.....	8:40.....
7:15.....	8:30.....	9:15.....	8:20.....	8:25.....	8:35.....	8:00.....	8:45.....
7:20.....	8:35.....	9:20.....	8:25.....	8:30.....	8:40.....	8:05.....	8:50.....
7:25.....	8:40.....	9:25.....	8:30.....	8:35.....	8:45.....	8:10.....	8:55.....
7:30.....	8:45.....	9:30.....	8:35.....	8:40.....	8:50.....	8:15.....	9:00.....
7:35.....	8:50.....	9:35.....	8:40.....	8:45.....	8:55.....	8:20.....	9:05.....
7:40.....	8:55.....	9:40.....	8:45.....	8:50.....	9:00.....	8:25.....	9:10.....
7:45.....	9:00.....	9:45.....	8:50.....	8:55.....	9:05.....	8:30.....	9:15.....
7:50.....	9:05.....	9:50.....	8:55.....	9:00.....	9:10.....	8:35.....	9:20.....
7:55.....	9:10.....	9:55.....	9:00.....	9:05.....	9:15.....	8:40.....	9:25.....

Start Time	End	End	End	End	End	End	End
	Language Arts, Writing	Language Arts, Writing	Language Arts, Writing	Social Studies	Science	Math	Math
	Part I	Part II	Reading			Part I	Part II
8:00.....	9:15 .....	10:00 .....	9:05 .....	9:10 .....	9:20 .....	8:45 .....	9:30 .....
8:05.....	9:20 .....	10:05 .....	9:10 .....	9:15 .....	9:25 .....	8:50 .....	9:35 .....
8:10.....	9:25 .....	10:10 .....	9:15 .....	9:20 .....	9:30 .....	8:55 .....	9:40 .....
8:15.....	9:30 .....	10:15 .....	9:20 .....	9:25 .....	9:35 .....	9:00 .....	9:45 .....
8:20.....	9:35 .....	10:20 .....	9:25 .....	9:30 .....	9:40 .....	9:05 .....	9:50 .....
8:25.....	9:40 .....	10:25 .....	9:30 .....	9:35 .....	9:45 .....	9:10 .....	9:55 .....
8:30.....	9:45 .....	10:30 .....	9:35 .....	9:40 .....	9:50 .....	9:15 .....	10:00 .....
8:35.....	9:50 .....	10:35 .....	9:40 .....	9:45 .....	9:55 .....	9:20 .....	10:05 .....
8:40.....	9:55 .....	10:40 .....	9:45 .....	9:50 .....	10:00 .....	9:25 .....	10:10 .....
8:45.....	10:00 .....	10:45 .....	9:50 .....	9:55 .....	10:05 .....	9:30 .....	10:15 .....
8:50.....	10:05 .....	10:50 .....	9:55 .....	10:00 .....	10:10 .....	9:35 .....	10:20 .....
8:55.....	10:10 .....	10:55 .....	10:00 .....	10:05 .....	10:15 .....	9:40 .....	10:25 .....
9:00.....	10:15 .....	11:00 .....	10:05 .....	10:10 .....	10:20 .....	9:45 .....	10:30 .....
9:05.....	10:20 .....	11:05 .....	10:10 .....	10:15 .....	10:25 .....	9:50 .....	10:35 .....
9:10.....	10:25 .....	11:10 .....	10:15 .....	10:20 .....	10:30 .....	9:55 .....	10:40 .....
9:15.....	10:30 .....	11:15 .....	10:20 .....	10:25 .....	10:35 .....	10:00 .....	10:45 .....
9:20.....	10:35 .....	11:20 .....	10:25 .....	10:30 .....	10:40 .....	10:05 .....	10:50 .....
9:25.....	10:40 .....	11:25 .....	10:30 .....	10:35 .....	10:45 .....	10:10 .....	10:55 .....
9:30.....	10:45 .....	11:30 .....	10:35 .....	10:40 .....	10:50 .....	10:15 .....	11:00 .....

9:35	10:50	11:35	10:40	10:45	10:55	10:20	11:05
9:40	10:55	11:40	10:45	10:50	11:00	10:25	11:10
9:45	11:00	11:45	10:50	10:55	11:05	10:30	11:15
9:50	11:05	11:50	10:55	11:00	11:10	10:35	11:20
9:55	11:10	11:55	11:00	11:05	11:15	10:40	11:25
10:00	11:15	12:00	11:05	11:10	11:20	10:45	11:30
10:05	11:20	12:05	11:10	11:15	11:25	10:50	11:35
10:10	11:25	12:10	11:15	11:20	11:30	10:55	11:40
10:15	11:30	12:15	11:20	11:25	11:35	11:00	11:45
10:20	11:35	12:20	11:25	11:30	11:40	11:05	11:50
10:25	11:40	12:25	11:30	11:35	11:45	11:10	11:55
10:30	11:45	12:30	11:35	11:40	11:50	11:15	12:00
10:35	11:50	12:35	11:40	11:45	11:55	11:20	12:05
10:40	11:55	12:40	11:45	11:50	12:00	11:25	12:10
10:45	12:00	12:45	11:50	11:55	12:05	11:30	12:15
10:50	12:05	12:50	11:55	12:00	12:10	11:35	12:20
10:55	12:10	12:55	12:00	12:05	12:15	11:40	12:25
11:00	12:15	1:00	12:05	12:10	12:20	11:45	12:30
11:05	12:20	1:05	12:10	12:15	12:25	11:50	12:35
11:10	12:25	1:10	12:15	12:20	12:30	11:55	12:40
11:15	12:30	1:15	12:20	12:25	12:35	12:00	12:45
11:20	12:35	1:20	12:25	12:30	12:40	12:05	12:50
11:25	12:40	1:25	12:30	12:35	12:45	12:10	12:55

Start Time	Language Arts, Writing		Language Arts, Writing		Language Arts, Reading		Social Studies		Science		Math		Math	
	Part I		Part II		Part II		Part I		Part I		Part I		Part II	
	End	Language Arts, Writing	End	Language Arts, Writing	End	Language Arts, Reading	End	Social Studies	End	Science	End	Math	End	Math
	Language Arts, Writing	Part I	Language Arts, Writing	Part II	Language Arts, Reading	Part II	Language Arts, Reading	Part I	Science	Math	Math	Part I	Math	Part II
11:30.....	12:45 .....	1:30 .....	12:35 .....	12:40 .....	12:45 .....	12:50 .....	12:55 .....	1:00 .....	1:05 .....	1:10 .....	1:15 .....	1:20 .....	1:25 .....	1:30 .....
11:35.....	12:50 .....	1:35 .....	12:40 .....	12:45 .....	12:50 .....	12:55 .....	1:00 .....	1:05 .....	1:10 .....	1:15 .....	1:20 .....	1:25 .....	1:30 .....	1:35 .....
11:40.....	12:55 .....	1:40 .....	12:45 .....	12:50 .....	12:55 .....	1:00 .....	1:05 .....	1:10 .....	1:15 .....	1:20 .....	1:25 .....	1:30 .....	1:35 .....	1:40 .....
11:45.....	1:00 .....	1:45 .....	12:50 .....	12:55 .....	1:00 .....	1:05 .....	1:10 .....	1:15 .....	1:20 .....	1:25 .....	1:30 .....	1:35 .....	1:40 .....	1:45 .....
11:50.....	1:05 .....	1:50 .....	12:55 .....	1:00 .....	1:05 .....	1:10 .....	1:15 .....	1:20 .....	1:25 .....	1:30 .....	1:35 .....	1:40 .....	1:45 .....	1:50 .....
11:55.....	1:10 .....	1:55 .....	1:00 .....	1:05 .....	1:10 .....	1:15 .....	1:20 .....	1:25 .....	1:30 .....	1:35 .....	1:40 .....	1:45 .....	1:50 .....	1:55 .....
12:00.....	1:15 .....	2:00 .....	1:05 .....	1:10 .....	1:15 .....	1:20 .....	1:25 .....	1:30 .....	1:35 .....	1:40 .....	1:45 .....	1:50 .....	1:55 .....	2:00 .....
12:05.....	1:20 .....	2:05 .....	1:10 .....	1:15 .....	1:20 .....	1:25 .....	1:30 .....	1:35 .....	1:40 .....	1:45 .....	1:50 .....	1:55 .....	2:00 .....	2:05 .....
12:10.....	1:25 .....	2:10 .....	1:15 .....	1:20 .....	1:25 .....	1:30 .....	1:35 .....	1:40 .....	1:45 .....	1:50 .....	1:55 .....	2:00 .....	2:05 .....	2:10 .....
12:15.....	1:30 .....	2:15 .....	1:20 .....	1:25 .....	1:30 .....	1:35 .....	1:40 .....	1:45 .....	1:50 .....	1:55 .....	2:00 .....	2:05 .....	2:10 .....	2:15 .....
12:20.....	1:35 .....	2:20 .....	1:25 .....	1:30 .....	1:35 .....	1:40 .....	1:45 .....	1:50 .....	1:55 .....	2:00 .....	2:05 .....	2:10 .....	2:15 .....	2:20 .....
12:25.....	1:40 .....	2:25 .....	1:30 .....	1:35 .....	1:40 .....	1:45 .....	1:50 .....	1:55 .....	2:00 .....	2:05 .....	2:10 .....	2:15 .....	2:20 .....	2:25 .....
12:30.....	1:45 .....	2:30 .....	1:35 .....	1:40 .....	1:45 .....	1:50 .....	1:55 .....	2:00 .....	2:05 .....	2:10 .....	2:15 .....	2:20 .....	2:25 .....	2:30 .....
12:35.....	1:50 .....	2:35 .....	1:40 .....	1:45 .....	1:50 .....	1:55 .....	2:00 .....	2:05 .....	2:10 .....	2:15 .....	2:20 .....	2:25 .....	2:30 .....	2:35 .....
12:40.....	1:55 .....	2:40 .....	1:45 .....	1:50 .....	1:55 .....	2:00 .....	2:05 .....	2:10 .....	2:15 .....	2:20 .....	2:25 .....	2:30 .....	2:35 .....	2:40 .....
12:45.....	2:00 .....	2:45 .....	1:50 .....	1:55 .....	2:00 .....	2:05 .....	2:10 .....	2:15 .....	2:20 .....	2:25 .....	2:30 .....	2:35 .....	2:40 .....	2:45 .....
12:50.....	2:05 .....	2:50 .....	1:55 .....	2:00 .....	2:05 .....	2:10 .....	2:15 .....	2:20 .....	2:25 .....	2:30 .....	2:35 .....	2:40 .....	2:45 .....	2:50 .....
12:55.....	2:10 .....	2:55 .....	2:00 .....	2:05 .....	2:10 .....	2:15 .....	2:20 .....	2:25 .....	2:30 .....	2:35 .....	2:40 .....	2:45 .....	2:50 .....	2:55 .....

## Notes

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## Notes

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